HCSIS Alert!

Training feedback on the Revised Incident Reporting Process is great and very helpful. There are still plenty of training times and dates available, so don't forget to sign up. See last page of HCSIS Alert! #3 for details.
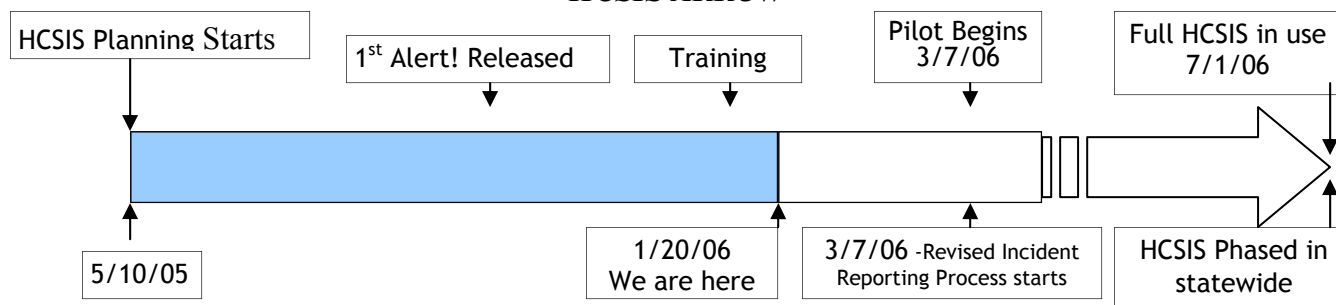
Contact Hans H. Toegel at: (617) 624-7781 or at: Hans.H.Toegel@state.ma.us with questions.

Call the weather line at (617) 624-7808 to check for class cancellations.

ANNOUNCEMENT: DMR has gotten great feedback from the trainings. As a result and with the help of the DMR HCSIS Implementation Committee and the Provider Readiness Committee, we are pushing back the start date for using the paper forms. Instead of starting on 2/15/06, we will start on 3/7/06, at the same time as the Northeast Pilot. This will give Providers and DMR extra time to train their respective staffs in the revised Incident Reporting Process.

Provider Readiness: One of the important aspects of administering HCSIS at the provider level is determining the roles people will have at the agency level. There are a number of roles that providers can associate with particular staff members; based on what they do and the functions they perform. For instance, there is an Incident Management Staff Role and an Incident Management Supervisor Role. Each of the functions is slightly different and the Supervisor Role has more authority than the Staff Role within HCSIS. The Provider, like DMR Area, Regional and Facility Directors, will have to look at each role available to them and decide who will be assigned which role in order to complete the functions within HCSIS. This information will be mailed out to providers and DMR offices soon, since the role assignment process is very closely associated with the Virtual Gateway sign-up process.

HCSIS ARROW

HCSIS Planning Starts	1st Alert! Released	Training	Pilot Begins 3/7/06	Full HCSIS in use 7/1/06

5/10/05	1/20/06 We are here	3/7/06 -Revised Incident Reporting Process starts	HCSIS Phased in statewide

HCSIS Alert!

Department of
Mental
Retardation

Training materials and other information about HCSIS is available on the DMR web page under Key Initiatives – HCSIS (on the left side of the web page).

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Help Desk: The Virtual Gateway Welcome Packages are being constructed and will be available for mailing soon to the participants in the Northeast Pilot. In these packages will be forms that need to be completed before access to HCSIS through the Gateway is authorized. Additionally, it will be at this time that Providers and DMR offices will need to identify who within their agencies or offices will be granted what level of authority (Role Assignment – see Provider Readiness in this Issue).

Training: As stated elsewhere in this Issue of HCSIS Alert!, we have received a great deal of valuable information from attendees to the Incident Reporting Trainings. There have been many questions asked and answered during the trainings. We have been diligently recording both and will be circulating them to the Implementation and the Provider Readiness Committees for their input. We will then post the questions and answers on the DMR web page for everyone to see. We will sort them by date of training and session, so you can see how questions raised in your specific session were addressed. Later we will compile all the questions and answers into one comprehensive list for general reference. The Qs & As will be located on the left hand side of the web page under Key Initiatives – HCSIS. The training materials are now posted under Key Initiatives now.

Testing: HCSIS testing has begun. Over the next few weeks, testers will be taking HCSIS through many rigorous exercises designed to stress the system and to make sure that all its components are working as designed. In addition we hope to learn some more about the system and the processes associated with it, for instance, we may be able to learn more about how long it takes to enter information into certain components. While the testing environment is not designed to measure this, we may be able to get some insights that we hope to share with you here.

Remember:
1. Share this Alert! with other people in your organization
2. Make sure to sign up for training – providers should try for earlier dates so as to have time to take training back to your organizations
3. See the first issue of HCSIS Alert! For an overview of the project
4. Contact Hans Toegel at DMR Central Office with questions at: (617) 624-7781 or by email at Hans.H.Toegel@state.ma.us